

PRE-COURSE WORK ASSIGNMENT

COURSE:	Fire Program Management, M-581
LESSON:	G - Employee Development and Mentoring
UNIT:	3 - Program Management
SUGGESTED TIME:	1 hour
EQUIPMENT:	Internet access
MATERIALS:	Pre-course Work Assignment
OBJECTIVES:	Upon completion of the pre-course work, participants will be able to: <ol style="list-style-type: none">1. Locate and explain the agency policy for Career Development Planning.2. Create an Individual Development Plan (IDP).

M-581 Fire Program Management

Pre-Course Work – 3G

Due to NAFRI by April 6, 2005

Name: _____

Email: _____

Work phone: _____

ACTIVITY 1

Researching policy and answering questions.

A. INTRODUCTION

This exercise will familiarize the student with the agency policy for Career Development Planning and where the policy is written.

B. ASSIGNMENT

Locate your agency policy on Career Development Planning. You may need to contact someone in your Administrative Services or Human Resources Section.

1. What is your agency policy for Career Development Planning?

2. Where can this policy be found?

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ACTIVITY 2

Creating an Individual Development Plan

A. INTRODUCTION

This Activity will acquaint the student with an Individual Development Plan if they have not seen one before and will allow them to identify its contents.

B. ASSIGNMENT

Attach a copy of your Individual Development Plan. If you do not have an Individual Development Plan, obtain the assistance of your supervisor, develop one and attach it.